COMPUTER ASSET MANAGEMENT
Effecive Date: 12/15/92

I. **PURPOSE**

To outline clear responsibility and mechanisms for enacting a computer asset management policy.

II. **POLICY**

In compliance with the Office of Information Systems Administrative Manual, Section 1530, it is necessary for each Cabinet level Department to name an Information Security Officer (who reports directly to the Cabinet Secretary) to delineate the responsibility for the safety and security of computer hardware and software. These responsibilities should include review, revision and/or establishment of computer-related policies and procedures for the Department.

This is an outline of the responsibilities of the Information Security Officer and the divisional Information Control Officers. Procedures will be developed by this group and will be promulgated as guidelines for inventory control.

This policy will also:

A. improve security of computer equipment, data and computer software;

B. facilitate placement, maintenance and repair of equipment;

C. facilitate productive and efficient allocation of the Department's computer assets; and

D.   maintain standardization of computer configurations which will facilitate the technical assistance and the maintenance and repair process.

III.   **RESPONSIBILITIES**

A.   Fiscal Unit Responsibility

1.   Maintain the required information for the new Fixed Asset Module of the Delaware Financial Management System (DFMS). The Fixed Asset Module of DFMS is being used to record information previously captured by the GAP report. DFMS Guidelines call for certain information to be entered into DFMS during the purchase order/payment process. A portion of the information to be entered into DFMS's Fixed Asset Module will be supplied by the MIS Unit within ten (10) working days of delivery of the property.

2.   Allocate annual computer repair/maintenance agreement costs by formula to the Divisions to be developed by the Fiscal Unit with MIS Unit input. This formula will be reviewed and revised by the Fiscal and MIS Units when necessary.

B.   Responsibilities of Each Division

1.   Each Division Director shall appoint an **_Inventory Control Officer_** to act as the central contact person/coordinator with the MIS Unit in matters relating to computer asset inventory management including but not limited to: allocation, movement, purchase, configuration and disposal of computer equipment.

2.   Determine the allocation of new and existing computer resources within the Division to maximize use and effectiveness of the equipment.

3.   In conjunction with the annual development of the Department's strategic plan and budget, submit appropriate forms for approval of computer purchases (currently BUD 27's) to the MIS Unit.

4.   Review the quarterly inventory report supplied by MIS for accuracy and notify the MIS and the Fiscal Unit of any discrepancies.

5.   Perform an annual physical inventory of computer assets, providing the MIS Unit and Fiscal Units with a report in the specified format.

6.   Identify lease/purchase equipment on the annual physical inventory and reconcile owned versus leased equipment in coordination with the Fiscal Unit. The ICO will inform the Fiscal Unit when lease payments are complete on a piece of equipment so the Fiscal Unit can update DFMS information.

7.   Coordinate with the MIS Unit prior to purchase, movement (physical relocation), enhancement or disposal of computer equipment through use of appropriate MIS forms.

8.   Obtain the MIS Unit sign-off of computer-related assets, Divisional Requisitions and Purchase Orders in order to coordinate acquisition of all computer related hardware and software within the Department.

9.   Purchase adequate software in cooperation with the MIS Unit, to insure that each PC operated by the Division is in compliance with software licensing requirements.

10.   The Information Control Officers will report to their Division Director for all matters relating to the responsibilities outlined in this policy.

C.   Management Information Systems Unit Responsibility

1.   Sign off on all computer resource purchases.

2.   Receive and inventory computer assets (including hardware and software).

3.   Tag hardware with the appropriate Division's inventory tag (supplied by the Divisions).

4.   Receive, inventory and register software prior to distribution to the appropriate Division.

5.   Supply computer inventory information captured by the MIS Unit to both the Fiscal Unit and appropriate Division ***Inventory Control Officer*** for their use in maintaining the Division's inventory and DFMS.

6.   Perform computer asset configuration, set ups and moves (hardware and software), based on appropriate MIS Unit forms submitted by the Divisions.

7.   Determine annual Departmental computer repair/maintenance costs to be allocated to the Divisions by the Fiscal Unit.

8.   Provide each Division with a written inventory report on a quarterly basis by building location, detailing tag number, serial number, item name, and location of the equipment.

9.   Maintain secure storage for new and used computer assets which need to be stored pending new staff hire, and location or relocation of equipment.